



ODISHA STATE HOUSING BOARD

SACHIVALAYA MARG, BHUBANESWAR - 751 001

Phone: (0674)2393524, EPBAX: (0674)2391542, 2390141 FAX: (0674)2393952

Visit us at : www.oshb.org

No.- 7001 /OSHB
VS-19/2022

Dt.03.07.2024

Quotation / Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 04 (four) Ac petrol/diesel driven vehicles as detailed below for official use of Odisha State Housing Board on monthly rent basis.

Type of Vehicle	No. of Vehicles	Maximum hire Charges per month excluding Taxes & POL (in Rs.)	Mileage per litre (in Km.)
Swift Dzire/Zest/ Tigor/ Xcent/Etios or vehicles of similar model and segment	01 (One)	26,000/-	17
Celerio/Tiago/ Bolt or vehicles of similar model and segment	03 (Three)	20,000/-	17

The Bidders are required to submit sealed bids along with required Security deposit, Application Fee, Id proof, PAN card, OGST Reg. certificate, GeM Reg. certificate & other vehicle related documents during office hours on or before dt.20.07.2024, 03.00 P.M. The Bids will be opened in the Conference Hall (3rd Floor) of OSHB, Bhubaneswar on dt.20.07.2024 at 04.00 PM.

For detail bid conditions and other relevant information, please visit our official website, www.oshb.org. The OSHB authority reserves the right to accept or reject any offer without assigning any reason thereof.

**Sd/-
Secretary
Odisha State Housing Board**



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Quotation/Tender Call Notice

Sealed quotation/tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals having GST registration & GeM registration for providing 01 (One) AC Petrol/Diesel driven vehicle (Swift Dzire/Zest/Tigor/ Xcent/Etios or vehicles of similar model and segment) and 03 (Three) AC Petrol/Diesel driven vehicle (Tiago/Bolt/Celerio/ vehicles of similar model and segment), preferably BS-VI emission compliant vehicles on hire basis having seating capacity not more than 05 (five) including driver, which shall confirm to terms and conditions set out in Office Memorandum No.-22924/FIN-COD-MV-0004-2018/F, dtd.-14.08.2023 of Finance Department, Govt. of Odisha and terms and conditions as at Appendix- A, for official use of Odisha State Housing Board on monthly basis for a period of one year.

The vehicle must be in road worthy condition & shall not be more than three years old from the date of initial registration having valid Registration Certificate, Insurance Certificate, Pollution Under Control Certificate, valid Contract Carriage Permit, Proof of up to date tax payment etc., which are mandatory for plying of vehicle.

The monthly rate of hiring charges should be quoted in the prescribed format at Appendix-B excluding fuel cost & GST.

A sum of Rs.5000/- (Rupees Five thousand) only shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of 'Orissa Housing Board Fund' payable at Bhubaneswar and submitted along with tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.

The tender document completed in all respect should reach the undersigned on or before dt.20.07.2024 by 03.00 P.M. The sealed Tender can be dropped in the "**DROP BOX**" kept in the office room of Administrative Officer (Vehicle) on the 3rd. floor of OSHB Head Office, Bhubaneswar or sent by registered/speed post to Secretary, Odisha State Housing Board, Sachivalaya Marg, Bhubaneswar-751001 with required document and deposits within dt. 20.07.2024, 03.00 P.M. Tender received without appropriate deposits and other documents or received after the date & time stipulated for the purpose, shall be summarily rejected. The Quotation/Tender will be opened in the Conference Hall (3rd Floor) of OSHB, Bhubaneswar in presence of the bidders or their authorized representatives on dtd. 20.07.2024 at 04.00 P.M.

contd.p/2

The application form of Tender containing Tender Call Notice, General Bid Information and Terms & Conditions for Hiring of Vehicles etc. will be available at the cash counter of Accounts Section of OSHB on the 1st. floor during office hours on payment of Rs.1000/- (Rupees One thousand) only from dt.- 05.07.2024 to dt.- 20.07.2024, 02.30 PM or can be downloaded from official website of OSHB, www.oshb.org during the same period. In case, the Application is downloaded from website of OSHB, the applicant shall furnish Demand Draft for an amount of Rs.1000/- (Rupees One thousand) only towards cost of Application Form of tender for hiring of vehicles.

The Envelope containing the offer must be super-scribed as "**Offer for Hire of Vehicle on monthly rent basis**".

Sd/-
Secretary
Odisha State Housing Board

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder for providing vehicle on hire on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The hired vehicle during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Under Control Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L of the driver available all the times.
3. Odisha State Housing Board shall not be responsible for any damage/ loss caused to hired vehicle or loss of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The Service Agency shall be responsible for all such litigations. The Service provider should have its office at Bhubaneswar.
4. The hire charge is to be paid to the Service provider on monthly basis, but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. including repair of the vehicle will be borne by the bidder.
5. It shall be the responsibility of the bidder to provide a good Driver and the remuneration of the driver shall be borne by the Service provider.
6. The Driver of the vehicle must have a valid driving License for driving light transport passenger vehicle and should have sufficient experience in driving transport passenger vehicles. The Driver shall be well behaved, gentle & obedient in nature.
7. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the Service provider.
8. In case the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
9. The vehicle shall report for duty for minimum 25 days in a month. However in case of exigencies, the vehicle may be utilised for more no. of days for official work, if required and no extra payment will be made to the Agency/ Service provider in this respect.
10. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
11. The Driver of the vehicle must follow traffic rules and other regulations prescribed by the Govt. from time to time. The Driver should be familiar with all important places in Bhubaneswar and outstations.

12. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the Service provider and no advance payment will be made.
13. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
14. The engagement and employment of Drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
15. The period of contract shall be initially for one year which can be extended subject to satisfactory performance.
16. Odisha State Housing Board reserves the right to order for deployment of additional vehicles on hire basis in case of requirement.
17. If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement with prior intimation to the Service provider.
18. In case the Service Provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
19. The vehicle may be utilised on official tour outside Bhubaneswar, if required by Odisha State Housing Board and no extra hiring charges will be paid for said tour.
20. The Security deposit of Rs.5,000/- (Rupees Five thousand) only will be refunded to the successful bidder after completion of the period of agreement. If the bidder violates any of the terms of contract or services of the Agency/ Service provider is not satisfactory, Odisha State Housing Board shall forfeit the entire amount of Security deposit.

**Sd/-
Seal & Signature of
Tender Calling Authority
Designation**

Appendix- B

General Bid Information

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name & Address of the Driver	
16	D.L No. & Validity of the D.L of the Driver	
17	Quoted hire Charges of the vehicle per month excluding fuel cost & GST	
18	Rate of fuel consumption / Mileage per litre	
19	Contact No. of Service Provider (Tenderer/Quotationer)	
20	Contact No. of Driver	

Certified that the information submitted above is true to the best of my knowledge and belief.

Seal & Signature of the Tenderer